

of section 1105 of Title 44, United States Code, which requires the Public Printer, as the head of the GPO, to “determine the form and style” of Government printing. The new edition was prepared by the GPO Style Board, composed of printing and proofreading professionals in GPO’s Production Department. To respond to any questions not addressed by the *Manual*, the GPO Style Board has established an e-mail address: [gpostyle@gpo.gov](mailto:gpostyle@gpo.gov).

The first *GPO Style Manual* appeared in 1894. It was developed primarily as a printer’s stylebook to standardize word and type treatment and remains so today. However, the *Manual* has come to be widely recognized by writers and editors both within and outside of the Federal Government as “one of the most useful resources in the editorial arsenal,” as the journal *Editing* reported in 1984.

While retaining the traditional sections on capitalization, spelling, compounding, punctuation, and other information, the *GPO Style Manual 2000* includes guidelines on words and expressions derived from modern information technology. The section on capitalization, for example, now includes “CD-ROM,” “e-mail (lowercase within a sentence)” and “E-mail (uppercase “E” to start a sentence),” “Internet, Intranet,” and “Web site.” Firm names under the same section now identify companies like “America Online,” “MCI Worldcom,” and “Microsoft.” The section on abbreviations now includes “DVD, digital video disk,” “URL, Uniform Resource Locator,” and “WWW, World Wide Web.”

The new edition notes that the “rules of grammar, spelling, punctuation...will serve well when preparing documents for electronic dissemination,” and that “as electronic dissemination of Government information continues to grow, the rules as stated in this *Manual* will continue to be the GPO’s standard for all document preparation, electronic or otherwise.”

### ***Printing Support for Inaugural Ceremony***

Continuing a long tradition of participation in Presidential inaugural ceremonies, in the final months of the year GPO provided a wide variety of materials that were used in the 2001 inauguration of President George W. Bush and Vice President Richard B. Cheney.

Under the direction of the Joint Congressional Committee on Inaugural Ceremonies (Senator Mitch McConnell of Kentucky, Chairman), GPO produced or procured invitations, tickets, programs, menus, parking passes, signs, and other materials that were used in carrying out the swearing-in ceremony at the U.S. Capitol on January 20, 2001. All design work was performed by GPO under the direction of the Joint Committee.

Operating under limited time constraints and tight security, GPO produced or procured:

- Invitation packets, each including an invitation engraved and embossed with the Great Seal of the United States, photographs of the President and Vice President, an Inauguration Ceremonies Program with engraved and embossed cover, and a map and guidelines for the inauguration ceremony.
- Invitations, programs, and menus for the Joint Congressional Luncheon.
- 44 varieties of tickets.
- 21 different types of parking passes.
- 46 varieties of directional signs.
- Miscellaneous envelopes and stationery items.
- Operations Guide Manuals for the U.S. Capitol Police.

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GPO also provided law enforcement and military personnel with electronic databases containing all versions of tickets and parking passes to be used for training purposes.